

E-Mail Memorandum

To: Clerks of the Circuit Court
From: Bruce W. Haynes
Re: Technology Trust Fund Budget Request
Date: August 26, 2005

The deadline for completing the TTF Budget Request process, August 31, 2005, is quickly approaching!!! As of today, the majority of Clerks have **not** completed the FY06 TTF Budget Request Process. Many of you have **not** even begun the process. The FY06 TTF Request Budget Process allows for equipment and services requests from both the \$4 funds allocated to each locality and \$1 funds (approximately \$1.9 million). If you are a Clerk with limited or no FY06 TTF available funds, then it is especially important that you complete the budget request process so you can request \$1 money.

NOTE: The FY06 TTF Budget Request Process, including both the \$4 and \$1 funds, will close at midnight, August 31. **After August 31, you will only be able to request TTF funds through a Mid-Year Docket Request, explained in the FY06 TTF Budget Request Manual.** Mid-Year access to TTF funds is **not** guaranteed - requests are granted on a case-by-case basis with unencumbered funds.

IMPORTANT!!!: Please **ensure** that when logging into the COIN Screen entitled "Virginia Information Technologies Agency Commonwealth Network" for submission of **TTF Budget Requests**, that you sign on using "**cipb**" to access the Compensation Board's **PRODUCTION** Region.

For questions regarding the FY06 TTF Budget Request Process, consult the FY06 TTF Budget Request Manual found at:
<http://www.scb.virginia.gov/docs/fy06ttfbr.pdf>.

COIN Logon Instructions can be found at:
http://www.scb.virginia.gov/coininformation/coin_production_instructions.pdf.

Should you need further assistance, please contact Lisa Carson, Senior Policy Analyst, at (804) 786-0786, Ext. 202, or via e-mail at: lisa.carson@scb.virginia.gov
[<mailto:lisa.carson@scb.virginia.gov>](mailto:lisa.carson@scb.virginia.gov)